

STEPS TO AN AUDIT

(General Overview)

1. Engagement Letter.

What it tells you:

- (a) Statutory reference.
- (b) Year to be audited.
- (c) Deadline for response.

Includes:

- (d) Pre-audit survey.
- (e) Request for a list of claims for injury year indicated.

2. Response to Engagement Letter Received.

Then we:

- (a) Pick sample from listing.
- (b) Review of files.
- (c) Contact auditee with sample.
- (d) Pre-audit requests.
- (e) On-site visit scheduled, if needed.
- (f) If applicable, review:

Complaint for Audit

Corrective Action Plans.

3. On-Site Visit to Review.

To include (but not limited to):

- (a) Form filing.

- (b) Timely indemnity payments.
 - (c) Accurate indemnity payments.
 - (d) Medical billing.
 - (e) Looking for adherence to Board order, decision, or agreement.
- 4. Summation.
 - (a) Summarize information from audit.
 - (b) Prepare list of questions or missing forms (additional request/s).
 - (c) Schedule exit conference.
- 5. Draft Report Generated.
 - (a) Penalty exposure identified.
 - (b) Audit report drafted.
- 6. Draft Report is Presented.
 - (a) 30-day rebuttal period.
 - (b) Who to contact with rebuttal.
- 7. Final Report Issued.
 - (a) Draft becomes final if no revisions are deemed necessary.
 - (b) Released publicly.
- 8. The Office of the Deputy Director of Benefits Administration contacts for Consent Decree signing when applicable.